

Internal Promotion Announcement

Dear Team,

We are excited to announce the promotion of **[Employee Name]** to the position of **[New Position]**, effective **[Effective Date]**. In their time with us, [Employee Name] has exemplified our values and delivered exceptional contributions to our team.

In their new role, [Employee Name] will be responsible for **[Brief Description of New Responsibilities]**. We have full confidence in their abilities and are certain they will thrive in this new capacity.

Join us in congratulating [Employee Name] on this well-deserved promotion!

Best regards,
[Your Name]
[Your Position]